26 November 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel	
SUBJECT: Highlights of Activities for the Control Division for the Week Ending 26 November 1975	
I. Highlights of activities for this Division for this week are as follows:	
A. C/SRB met with Mr. OTR/IS, to discuss information they would like to have incorporated into the CENQUAL system. The CENQUAL system will include language capabilities which is under OTR's control in the current computer system.	STAT
B. Ms. Pers/SPS, was given some QSI and time-in-grade information on the Executive Career Service for the past three years. It was requested as backup information to a discrimination complaint.	
C. Mr. PS/MSB, was given a tabulation which reflected the number of secretarial series positions by grade and occupational code for the four major directorates. This was to be used by the DDO secretarial study group.	
D. Ms. C/TRB, was given a tabulation of Agency (GS Only separations for the last five (5) Fiscal Years. This information is to be used in a memorandum from D/Pers to D/Finance regarding WGI benefits employees separating and lump sum payments.	
E. Six (6) viewgraphs were prepared for Mr. DD/Pers/P&C, which were used for a meeting with new incoming MP Careerists.	STAT
F. TRB/Position Control Section distributed GS pay change notification cards for the Legislative Pay Adjustment effective 12 October 1975 to the appropriate personnel offices this week.	
G. TRB Files Section filed 4,187 pieces of material this week which eliminated the backlog of regular daily filing. Currently there are 14,000 pay adjustment cards to be filed in the OPF and over 100 photographs.	

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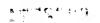
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- H. TRB/Position Control Section used the auto-pen for 93 Certificates of Distinction with Mr. Colby's signature.
- I. TRB/Position Control Section provided information on 17 employees as to organization, location, service designation and NSCA to ROB so that they could prepare retirement designation actions.
- J. C/TRB and C/Position Control Section met with C/Automated Payroll, C/Special Payroll and the Payroll Supervisor of Office of Finance on 24 November 1975 to discuss within grade increases within specific time frames for employees in IMOP status and within grade increases which an employee earned prior to separation. It was decided that payroll will begin processing WGI's for employees in IWOP status within specific time frames beginning with pay period 26. (An employee is entitled up to 2 work weeks of LWOP in steps 1, 2 and 3; 4 work weeks of IWOP in steps 4, 5 and 6; and 6 work weeks of IWOP in steps 7, 8 and 9). Payroll will also start documenting, as of pay period 26, those people that earned a WGI prior to separation although it could not be made effective until the pay period after separation. This WGI will be included in the lump sum payment the employee receives after separation. The question of whether we should go back and review resignation cases prior to pay period 26 will be submitted to the Director of Personnel and the Director of Finance for their review and decision.
- K. The pay change notification cards for Legislative Pay Adjustments for new EOD's were printed incorrectly (approx. 20) showing an effective date of 12 October 1975 instead of as of EOD--They will be manually corrected by PI Section, and SRB is instructing OJCS to correct/change their computer program to preclude recurrence of the error.
- L. In reply to inquiry, OP/FOIA-PA received a decision from OGC containing their belief that the intent of the Privacy Act does not necessitate accounting for disclosures normally made by the Central Processing Branch (re: reservations, storage, or passport/visa applications) and the Insurance Branch (re: disclosures to hospital/doctors concerning coverage benefits). Therefore, the Central Processing Branch and the Insurance Branch are no longer required to keep an accounting of the disclosures they routinely make in the performance of these duties.



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	Branch	: TRB						
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II. An	ticipat	ed goals	for the 1	next week:				
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for the Week Ending 26 November 1975

DDI/Mgmt, All I Careerists and Non-I's STAT assigned to the DDI Directorate Alpha by Office.

Chief, Control Division

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Enclosures: As stated (2)

Distribution:

Orig & 1 - Addressee w/atts.

1 - DD/Pers/P&C 1 - C/PMCD

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